



VACANCY

Employment Facilitator CASUAL Job Code 001

Position: Community Sector Part Time
Status: Paramedical Sector Full Time
Location: Travel throughout Osoyoos, Keremeos, and Oliver
Union: HSA – Community
Salary: Starting salary \$20.11, Grid 10, level 1

Job Summary:

Reporting to the Site Coordinator, the Employment Facilitator supports a client to develop a resume, acquire job search skills, and conduct a self-directed job search resulting in the client acquiring paid employment. Employment Facilitators provide job-coaching support to clients who are working. The Employment Facilitator utilizes modeling, positive reinforcement and demonstration to support clients in their quest for employment. The Employment Facilitator is responsible for monitoring and documenting the progress of clients and to provide the Site Coordinator and government contractors with ongoing reports on the program's progress and success rates.

Education, Training and Experience:

- Two-year college diploma.
- Job Club Certification
- Two years recent, related experience in providing job-search assistance.
- Or equivalent combination of education, skills, and experience.
- Demonstrated experience in developing and implementing teaching curriculum.

Skills and Abilities:

- Ability to motivate clients and/or program participants to learn skills and acquire employment.
- Ability to meet deadlines, manage a varied student load, and work under pressure.
- Ability to work in a flexible environment and to work independently.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain harmonious relationships with people from a wide variety of backgrounds.
- Ability to follow instructions and to work independently.

Hours of Work: Casual up to a maximum of 36 hours per week
Date Posted: January 3, 2012
Competition Closing Date: January 9th 2012
Starting Date: February 13th 2012
Submit Resume to: humanresources@opendoorgroup.org

PLEASE CITE JOB CODE 001 WHEN APPLYING FOR POSITION